

NAME: _____ SSN: _____

PART 2: LOAN AND SALARY INFORMATION: (Required for all renewals)

1. Enter the number of qualifying Federal student loans you hold _____

2. List your total qualifying Federal student loan indebtedness

(as of May 1, 2005): (Do not include debt associated with any private student loans. Note that the \$10,000 minimum debt does not apply to recertifications).

\$ _____

3. How much did you personally pay on your qualifying Federal student loans from January 1, 2004, through December 31, 2004?

\$ _____

DO NOT INCLUDE FY 2004 ASLRP PAYMENTS ISSUED BY DOJ ON YOUR BEHALF

4. What was your approved ASLRP payment (gross) in FY 2004?

\$ _____

5. Please check one of the blocks below and enter the appropriate information:

☐ I hold an appointment under the excepted Federal service.
As of May 1, 2005, I hold the rank of _____ → GS __, Step __

☐ I am an Assistant U.S. Attorney paid under Title 23, USC.

6. What is your annual base salary as of May 1, 2005?

\$ _____

Attorneys holding GS status: Use the 2005 GS (base) pay table

www.opm.gov/oca/05tables/indexGS.asp. Do not include locality pay.

AUSAs: Use current AD pay scale for your salary. Do not include locality pay.

7. If you graduated from law school in 2004, check here if your qualifying Federal student loan repayments were tolled for part of the year. _____

8. Current loan information:

- Complete the block below for each of your existing, qualifying federal loans.
 - See the ASLRP Policy for information about qualifying loans
- List them in the order you wish the incentive payments to be credited.
- If you have more than one outstanding loan, use the loan information continuation page to continue. Note that one block must be completed for each **loan**, even if all loans are with the same **lender**.
- Attach a letter/statement from each **lender** or **loan servicing organization** for **each** loan indicating that the loan is current and in good standing and reflecting the 2004 payment history and current balance. A monthly payment statement or cancelled check will not suffice. A computer printout from a loan-holder's web site is acceptable provided it contains the required information.

NAME: _____

SSN: _____

Loan 1	Amount of outstanding balance:	\$
	Date of above outstanding balance:	
	Loan holder/servicing organization (complete name, address, telephone number)	
	Loan identification number	
	Type of Loan (e.g., Stafford, Direct)	
	Payment amount and frequency (e.g., monthly/quarterly/annually)	\$ _____ per _____
	Due date of the next payment	
	Amount you personally paid between Jan 1 and Dec 31, 2004	\$
	Amount ASLRP paid on your behalf in FY 2004	\$
	Amount due in the next 12 months	\$

9. Please review the distribution of your 2004 ASLRP payment to ensure that your loan holder applied it only to qualifying Federal student loans, then check the appropriate block, below:

I have verified that distribution of FY 2004 ASLRP payments by my loan holder was limited to qualifying Federal student loans Yes ____ No ____

If you found erroneous distributions, check "No" and take corrective action immediately. Future ASLRP payments cannot be issued until proof of correction is provided to OARM. OARM will continue to process your renewal request, but will not authorize further payments until correction is confirmed in writing.

Please read the certification block carefully before signing and dating. Review the ASLRP policy (www.usdoj.gov/oarm) for clarification if you do not understand the terms of this certification. If you need further assistance, contact OARM.

Certification:

I certify that all the information I provided for ASLRP consideration is true and correct, including data provided in the Justification. I further certify that I am not in default on any qualifying Federal student loan, whether or not listed here. As part of this certification, I attest that:

- I have read and understand the Attorney Student Loan Repayment Program policy.
- I understand that the ASLRP is an agency incentive program, not an entitlement.

- I understand that ASLRP payments are subject to tax and withholdings, which are deducted before payment is issued to the loan holder.
- I am aware of the eligibility requirements, the “matching funds” provisions, the possible impact of moving to a new position within the Department after selection, and the requirement to continue making personal loan repayments.
- I understand that the Department does not guarantee future incentive payments beyond FY 2005.
- I understand that acceptance of ASLRP funding triggers a three-year service obligation and that all payments issued on my behalf (pre-tax amounts) may be recouped if I fail to complete my service agreement.
- I certify that there are no performance or discipline issues that render me ineligible for this program.
- I understand that I may be subject to administrative and/or disciplinary action, including but not limited to termination of the loan repayment incentive, if I provide false information.

Signature	
Date	

Print, sign and date this document. Submit the original and one copies of your complete request for renewal to your component / office ASLRP point of contact for further action.

At this stage, a complete copy of your request must include the following:

For attorneys who remain in the position held in 2004:

Request for Renewal with:

- Part 1: Attorney Information
- Part 2: Loan and Salary Information
 - Tab A: a current copy of each lender’s statement of account status, 2004 payment history, and current balance on each loan
 - if loans were consolidated since the initial award in FY 2004, documentation from the lender showing that the original loan(s) were qualifying loans,
 - Tab B: a copy of your resume

For attorneys who moved to a different position after renewal or original selection in 2004:

Request for Renewal with:

- Part 1: Attorney Information
- Part 1-A: Lateral Moves
 - Part A: Position Information
 - Part B: Justification
- Part 2: Loan and Salary Information
 - Tab A: a current copy of each lender’s statement of account status, 2004 payment history, and current balance on each loan
 - if loans were consolidated since the initial award in FY 2004, documentation from the lender showing that the original loan(s) were qualifying loans,

- Tab B: a copy of your resume

OARM WILL NOT PROCESS INCOMPLETE REQUESTS OR ATTACH MISSING DOCUMENTS SUBMITTED SEPARATELY

Component/Office points of contact for submission of ASLRP requests are listed on the OARM web page. If your component/office/bureau/board or equivalent is not listed, request guidance through your supervisory channels on how to submit to the component / office / bureau / department head.

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LOAN INFORMATION CONTINUATION PAGE

NAME: _____ **SSN:** _____

Loan _	Amount of outstanding balance:	\$
	Date of above outstanding balance:	
	Loan holder/servicing organization (complete name, address, telephone number)	
	Loan identification number	
	Type of Loan (e.g., Stafford, Direct)	
	Payment amount and frequency (e.g., monthly/quarterly/annually)	\$ _ _ per _
	Due date of the next payment	
	Amount you personally paid between Jan 1 and Dec 31, 2004	\$
	Amount ASLRP paid on your behalf in FY 2004	\$
	Amount due in the next 12 months	\$

Loan _	Amount of outstanding balance:	\$
	Date of above outstanding balance:	
	Loan holder/servicing organization (complete name, address, telephone number)	
	Loan identification number	
	Type of Loan (e.g., Stafford, Direct)	
	Payment amount and frequency (e.g., monthly/quarterly/annually)	\$ _____ per _
	Due date of the next payment	
	Amount you personally paid between Jan 1 and Dec 31, 2004	\$
	Amount ASLRP paid on your behalf in FY 2004	\$
	Amount due in the next 12 months	\$